

# Riverdale School District 51J

Code: **G CBD/GDBD**  
Adopted: 6/12/06  
Orig. Code(s): G CBD/GDBD

## Leaves and Absences

Except as otherwise provided by Oregon law, leave entitlement for personal illness or injury will accrue at the rate of 10 days each year or in the case of 12-month employees, at the rate of one day per month or 12 days each year.

Unused leave will accumulate without limit.

The district reserves the right to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination, or to provide other evidence as required by the district shall be subject to appropriate disciplinary action, up to and including dismissal.

Other paid and unpaid leaves will be determined by the district's negotiated agreements.

Any staff member who is required to serve jury duty or who is subpoenaed shall receive his/her regular pay during the time he/she is serving. He/she may either turn over to the district his/her compensation as jurist or subpoenaed witness, less traveling allowance, or retain said compensation and take leave from school duties without pay.

Request for exemption from jury duty shall not be made except when, in the judgment of the superintendent and Board, absence from school will cause undue hardship to the school system.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated except as specified in the superintendent contract and collective bargaining agreement for the licensed employees, or the staff member is moved to unpaid leave. The staff member will be informed of his/her rights to remain a part of the district benefit plan at personal expense.

Any worker who has sustained a compensable personal injury or illness and is disabled from performing duties while on the job will be re-employed at such time as a physician issues a certificate stating the type of work that is appropriate for reassignment, assuming such work is both suitable and available. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and employee unit.

Holidays and vacation periods, both paid and unpaid, shall be established by the Board for non-represented employees.

END OF POLICY

**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).